

OFFICE OF INFORMATION SERVICES
FY 1986 FIRST QUARTER REVIEW

0930 Hours, 19 February 1986

Room 1207 Ames Building

AGENDA

| <u>TIME</u> | <u>TOPICS AND SPEAKERS</u> | |
|-------------|---|------|
| 0930-0940 | <u>Introduction</u> <div></div> Director of Information Services | STAT |
| 0940-0950 | <u>Managing MI Career Sub-Group Personnel</u> <div></div> Deputy Director of Information Services | STAT |
| 0950-1005 | <u>Information and Privacy: Challenge and Accomplishment</u> <div></div> Chief, Information and Privacy Division | STAT |
| 1005-1020 | <u>Information Resources Management: Achieving the Goals</u> <div></div> Chief, Information Resources Management Division | STAT |
| 1020-1035 | <u>Regulatory Policy: Managing the Agency's Regulations</u> <div></div> Chief, Regulatory Policy Division | STAT |
| 1035-1050 | <u>Classification Review: Responding to the Test</u> <div></div> Chief, Classification Review Division | STAT |
| 1050-1100 | <u>Planning: Initiatives for the Future</u> <div></div> Planning Officer, OIS | STAT |

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Institute an effective career development program.

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 86

DATE SUBMITTED: October 1985

0 = Submitted
X = Actual STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | | |
|--|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|--|
| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | |
| Develop employee skills and professionalism through internal and external training | | | X | | | 0 | | | 0 | | | 0 | |
| Initiate formal training of careerists prior to assignment to ISCs or registries | | | | | | | | | | | | 0 | |
| Implement a certification program for Records Management Officers | | | | | | | | | | | | 0 | |

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Provide effective direction to the Agency Information Management Program.

RESPONSIBLE OFFICER: SIGNIFICANT FUNDING AMOUNT: \$ FY 86

DATE SUBMITTED: October 1985

0 = Submitted

X = Actual

STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | | |
|---|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|--|
| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | |
| Bring TRIS to full operational capability | | | | | | | | | | | | 0 | |
| Complete the search for unaccounted for Top Secret collateral documents | | | | | | | | | | | | 0 | |
| Update the handbook on TS collateral documents | | | | | | 0 | | | | | | | |
| Develop a procedures handbook for ISCs and registries | | | | | | | | | | | | 0 | |
| Assist components in completing records dispositions | | | | | | | | | | | | 0 | |
| Complete updating of Agency vital records schedules | | | | | | | | | | | | 0 | |

OFFICE: Office of Information Services

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RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 86

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| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | | |
|---|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|------|
| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | |
| Assist DA and DO components in preparing Records control schedules for machine readable records | | | | | | | | | | | | 0 | STAT |
| Revise the Agency Records Disposition Handbook, [REDACTED] | | | | | | | | | 0 | | | | |
| Conduct information management audits in four Agency components | | | | | | | | | | | | 0 | |
| Initiate the first phase of the Records preservation program | | | | | | 0 | | | | | | | |
| Audit Agency TS collateral documents held by other agencies | | | | | | | | | | | | 0 | |

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Provide effective management to the Agency FOIA and Privacy Act function.

RESPONSIBLE OFFICER: SIGNIFICANT FUNDING AMOUNT: \$ FY 86

DATE SUBMITTED: October 1985

0 = Submitted

X = Actual

STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | | |
|--|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|--|
| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | |
| Further reduce the FOIA processing backlog | | | 0 | | | 0 | | | 0 | | | 0 | |
| Continue to develop management initiatives to reduce response time | | | 0 | | | 0 | | | 0 | | | 0 | |
| Enhance IPD computer systems | | | | | | | | | | | | 0 | |

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Effectively manage the Agency Regulatory System.

RESPONSIBLE OFFICER: SIGNIFICANT FUNDING AMOUNT: \$ FY 86

DATE SUBMITTED: October 1985

0 = Submitted
X = Actual

STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | | |
|--|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|--|
| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | |
| Maintain the Regulatory system so that no regulation is older than three years | | | X | | | 0 | | | 0 | | | 0 | |
| Revise all regulations issued in 1981 or before | | | X | | | 0 | | | 0 | | | 0 | |
| Continue to automate the regulatory process | | | X | | | 0 | | | 0 | | | 0 | |
| Continue to reconcile the numbering sequence of Notices and Handbooks to the regulations | | | X | | | 0 | | | 0 | | | 0 | |

OFFICE: Office of Information Services
 OBJECTIVE STATEMENT: Manage an effective Classification Review Program.
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: \$ FY 86
 DATE SUBMITTED: October 1985

0 = Submitted
 X = Actual
 STAT

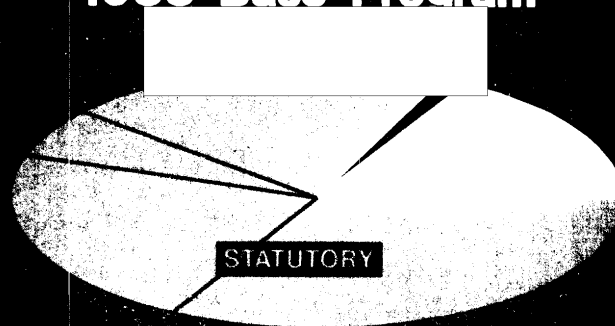
| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | | |
|--|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|--|
| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | |
| Bring the Historical Review Program to full operational capability | | | | | | | | | 0 | | | | |
| Enhance efficiency of the mandatory review process | | | X | | | 0 | | | 0 | | | 0 | |
| Improve special reviews conducted on behalf of other components | | | | | | 0 | | | | | | | |
| Expand RIMS to include classification guidelines and test | | | | | | | | | | | | 0 | |

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OIS Resource Allocation

1988 Base Program

25X1

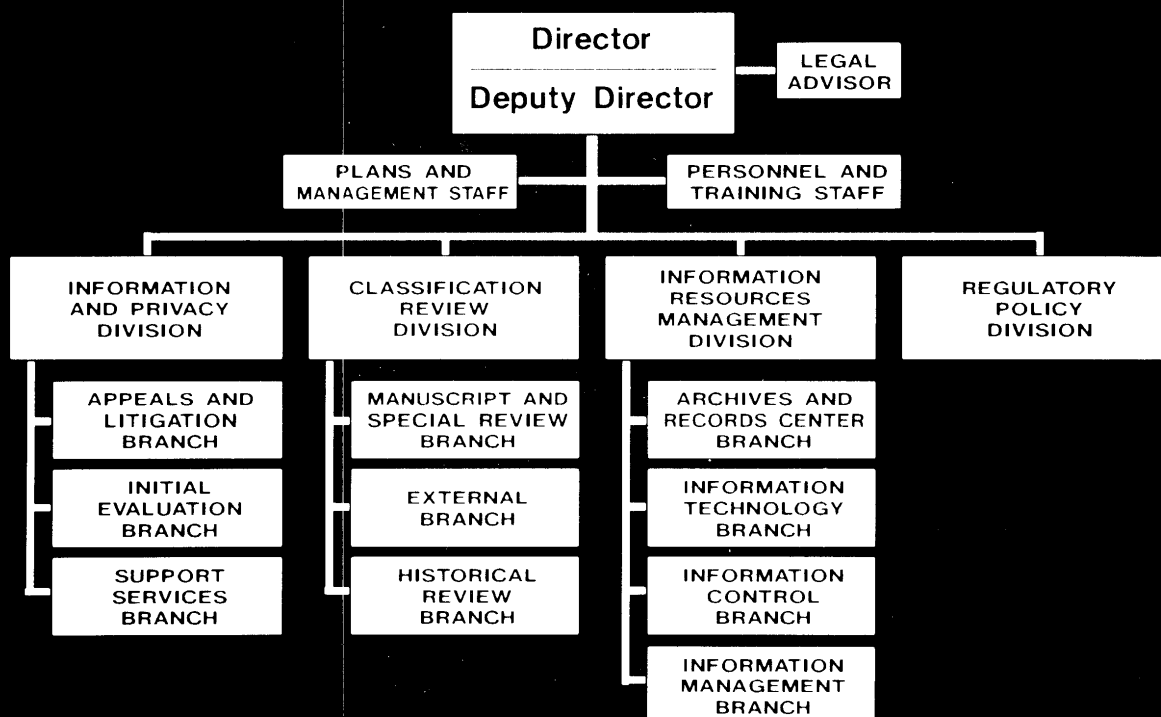


| | |
|----------------------|-------|
| FOIA/PA/HRP | 33.1% |
| INFO MANAGEMENT | 22.0% |
| REGULATORY | 6.0% |
| ARS&P | 20.0% |
| PROFESSIONAL | 0.6% |
| MISC. | 1.3% |
| EQUIPMENT | 2.3% |
| SPECIAL REQUIREMENTS | 2.8% |
| INTERNAL | 11.9% |

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